

RISK MANAGEMENT DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Risk Management Director exists is to be responsible for planning, organizing and managing the City's Risk Management Program which consists of; loss prevention/safety program, procurement and least contract review, risk management consultation to city personnel, risk financing structure/insurance policy procurement, internal claim adjusting and financial management of liability and workers compensation claims, and risk management division administration in the Risk Management Department. This classification is supervisory. Work is performed under general supervision by the General Manager, Financial Services.

ESSENTIAL FUNCTIONS

Identifies, evaluates and measures the City's exposure to accident losses and risks. Formulates action plans to mitigate and contain the financial impact of accident losses upon the City.

Establishes program policies and procedures and ensures conformance of program operations to standards and applicable City codes and other State and Federal laws and regulations.

Develops and establishes goals, performance objectives and work plans for the Risk Management Division and staff. Selects, trains and evaluates employees.

Meets with City staff to address a variety of safety, insurance and liability matters pertaining to overall Risk Management of City exposures.

Designs and implements a risk financing structure to fund accident losses balancing self-insurance with the purchase of insurance for optimal cost-benefit. Works with Financial Services Department staff to assure adequate funding of self-insurance portions through the Loss Trust Fund. Conducts annual Loss Trust Fund Trustee meeting and coordinates recommendations from Trustees to City Council.

Establishes Risk Management Division budgets in conjunction with Financial Services and overall City budget.

Serves on financial oversight Benefits Coordinating Committee reviewing financial performance and strategy planning of benefit plans.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Insurance lines of coverage, risk financing techniques, casualty insurance policies and insurance policy purchasing and negotiating skills.

Strong financial analysis and number skills.

Ability to:

Objectively and analytically problem solve sometimes with short time frames.

Communicate effectively both verbally and in writing with all levels of staff and the public.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Establish and maintain effective working relationships with co-workers, vendors, and the general public.

Comprehend and make inferences from written material and verbal and/or written instructions.
Operate a variety of standard office equipment including a computer terminal, Microsoft software and other city software, copy and facsimile machines telephone, and calculator that requires continuous and repetitive arm or hand and eye movement.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's Degree in Business Administration, Public Administration or closely related field plus a minimum of five to seven years of progressively responsible Risk Management and or commercial insurance experience including extensive hands on experience in safety programs and OSHA regulations, management of liability and workers compensation claims and contractual risk transfer techniques. Five years progressive experience managing professional staff and experience with the operation of a Risk Management Information System.

Must have a current valid drivers license with no major driving violations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified